



NEW YORK STATE SENATOR

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35th District Job Bulletin - February 2017

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| ISSUE: **JOBS & EMPLOYMENT**

Hello Friends!

Please circulate this job bulletin among your friends, family, and neighbors searching for a job. Together we can help our communities prosper and grow.

If you need access to additional resources or would like to submit your resume to the Department of Labor's job bank, please call my office at 914-423-4031.

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1. Various Positions (Head Start of Rockland, Inc.)

- Job Description: Head Start of Rockland, Inc. is one of the area's leading providers of preschool and early childhood education and preschool special education. Their classes and are nationally accredited and they serve low-income children and their families throughout Rockland County. They are currently seeking to hire an office assistant, a nurse, certified teachers, and assistant teachers.
- Number of Openings: Multiple
- Requirements: Varies
- Location: Rockland County (various locations)
- Hours & Pay: Full time with benefits
- Apply: Send your resume to jobs@headstartofrockland.org or call Linda at 845-429-4122

2. Horticulturist I & Horticulturist II (Yonkers Civil Service)

- Job Description: The City of Yonkers is hosting civil service examinations for various horticulturalist positions. Horticulturists plant and care for trees and other plants,

maintain greenhouses and nurseries, and provide education and tours to the public.

- Number of Openings: As they occur
- Requirements: Take a written service exam; must have been a resident of Yonkers for at least a year; must possess a driver's license; for Horticulturist I: must have an Associate's Degree and one year of related experience, a high school diploma (or equivalency diploma) and two years of experience, or an equivalent combination of training and experience; for Horticulturist II, must have a Bachelor's Degree and one year of experience, an Associate's Degree and two years of experience, or a High School Degree (or equivalency degree) and three years of experience
- Location: City of Yonkers
- Hours & Pay: Full time; \$54,781 – 68,476 (Horticulturalist I) or \$57,467-71,834 (Horticulturalist II)
- Apply: [Click here](#)

3. Horticulturist Supervisor (City of Yonkers)

- Job Description: The City of Yonkers is hosting civil service examinations for various horticulturalist supervisor positions. Horticulturist supervisors plant and care for trees and other plants, maintain greenhouses and nurseries, and provide education and tours to the public. They also supervise other horticulturalists and delegate duties, train horticultural staff in daily operations, and exercise independent judgment so as to direct the goings-on of the program in an administrative capacity.
- Number of Openings: As they occur

- Requirements: Take a written service exam; must have been a resident of Yonkers for at least a year; must possess a driver's license; must have a Bachelor's Degree and two years of experience in horticultural practice, one year of which must have been in a supervisory capacity, an Associate's Degree with three years of experience (one of which must have been served in a supervisory capacity), a High School Diploma (or equivalent) with four years of related experience, one year of which must have been in a supervisory capacity, or an equivalent combination of training and experience
- Location: City of Yonkers
- Hours & Pay: Full time; \$66,847 – 83,558
- Apply: [Click here](#)

4. Cook (Bright Horizons)

- Job Description: A cook is needed to make nutritional and attractive family-style meals for the children and staff of Bright Horizons Family Solutions. The cook should take budgetary restrictions, seasonal foods, availability measures, and nutrition requirements into account when planning meals. The cook should also maintain a well-kept inventory of supplies, order replacement supplies, and perform other duties as needed for children who sometimes cannot take care of themselves.
- Number of Openings: 1
- Requirements: Must be at least 18 years old (21 years if responsible for driving a van); must possess a high school diploma or equivalent; should know state nutritional requirements for children; should have relevant experienced in a licensed child care facility kitchen,

commercial kitchen, public school cafeteria, or equivalent; some food-related permits may be required

- Location: Yonkers
- Hours & Pay: 35 hours per week, Monday - Friday; pay unspecified
- Apply: Email bhrecruit@brigetherizons.com or call 855-877-6866

5. Manager (St. Joseph's Medical Center)

- Job Description: St. Joseph's Medical Center is looking for a manager for patient accounts. Duties include managing billing, collection, and cashier operations and staff, training staff members, monitoring employee performance, ensuring compliance with policies and policy changes, liaising with other departments to find solutions to problems, writing reports regarding operations and workflow, liaising with third-party payers to obtain clarification about procedures and follow-ups on problem accounts unresolved by billers, and arranging coverage for other departmental duties as they arise.
- Number of Openings: 1
- Requirements: High School Diploma and 1-2 years of billings and supervisory experience
- Location: Yonkers
- Hours & Pay: 35 hours per week; competitive pay & benefits package
- Apply: Email human.resources@saintjosephs.org

6. Store Associate (Vera Bradley)

- Job Description: Store associates at Vera Bradley should maintain the integrity of the Vera Bradley brand and experience by providing exemplary customer service, maintaining the standards of image to which the store holds itself, maximizing sales, and performing operational duties as needed.
- Number of Openings: 3
- Requirements: High School Diploma preferred; retail experience preferred; experience with retail POS system a plus
- Location: Ridge Hill, Yonkers, NY
- Hours & Pay: 29 hours per week; pay unspecified
- Apply: Contact the lead of the store at 43 Cole Street, Ridge Hill (Yonkers), or [click here](#)

7. Assistant Store Manager, Operations (Sears)

- Job Description: Sears is searching for an assistant store operations manager to help lead the team, inspect departments, plan and execute customer-focused strategies, evaluate and manage employee performance, execute the brand consistently, ensure compliance with store policies and operations, manage store inventory, train new employees, address operational concerns, and perform other duties as needed.
- Number of Openings: 1
- Requirements: Bachelor's Degree & two years of experience
- Location: Yonkers
- Hours & Pay: 40 hours per week; pay unspecified
- Apply: [Click here](#)

8. Childcare Assistant Teacher (Bright Horizons)

- Job Description: Bright Horizons seeks a passionate candidate who will help teach young children and guide them as they learn how to read, learn basic self-help skills, and achieve success in a fun, encouraging environment.
- Number of Openings: 1
- Requirements: N/A
- Location: Yonkers
- Hours & Pay: Unspecified
- Apply: [Click here](#) or email bhrecruit@brighthorizons.com

9. Janitors (EMCOR Group, Inc.)

- Job Description: Custodians are responsible for providing daily cleaning services to EMCOR Group's clients and maintaining store standards according to existing contracts.
- Number of Openings: 1
- Requirements: High school diploma
- Location: Yonkers
- Hours & Pay: Part time (7 AM – 10:30 AM; partial week shifts available); pay unspecified
- Apply: [Click here](#)

10. Seasonal Park Rangers (Westchester County Department of Public Safety)

- Job Description: Seasonal park rangers are needed to patrol parks this summer. Park rangers work under the supervision of county police officers in order to maintain safe, clean, and enjoyable parks. Rangers help park patrons, provide information to park-goers, assist other law enforcement officers during searches for lost children, perform basic first aid for those who need it, and regularly perform security checks in park buildings and facilities.
- Number of Openings: Multiple
- Requirements: Applicants must be citizens and residents of Westchester County who are at least nineteen years of age, possess a valid New York state driver's license by the time of appointment, and have graduated from high school. Accepted candidates are required to attend a three-week training program at the Westchester County Police Academy.
- Location: Westchester County
- Hours & Pay: Hours vary; first-time rangers are paid \$14 per hour and salaries are higher for those who have worked as rangers for the county previously
- Apply: [Click here](#)

11. Site Coordinator (White Plains Public Schools)

- Job Description: The site coordinator for the White Plains Education & Training Center will manage and oversee the daily operations of the center. The center provides employment counseling and workforce development training to registered participants. The site coordinator will be responsible for scheduling, troubleshooting issues, solving conflicts, managing websites and social media, collecting and analyzing data, writing reports, and performing other duties as needed. This position is funded by grant money

and is subject to renewed funding.

- Number of Openings: 1
- Requirements: Bachelor's Degree in Social Work, Business or Public Administration, Manpower Planning, Human Development, Psychology, Human Resources, Personnel Administration, Communications, or Teaching/Education and four years' experience in education, training, employment, or social work, OR 30 credits toward a Master's degree in one of the aforementioned fields per year of experience with a Bachelor's Degree
- Location: White Plains Education & Training Center
- Hours & Pay: 40 hours per week; \$55,351 annually
- Apply: Email resume and cover letter to WPETC@whiteplainsny.gov or call the employer at 914-422-1279

12. City of Yonkers 2017 Summer Youth Employment Program

Registration for the City of Yonkers 2017 Summer Youth Employment Program will be held January 3, 2017 through March 31, 2017 for youth between the ages of 14 and 20. After March 31, 2017, participants will be selected by lottery and contacted by mail to complete the application process. You can sign up at the Yonkers Employment Center, 20 South Broadway, 12th Floor, Yonkers, NY. For more information, please contact Linda Patterson at 914-965-9500 ext. 231.

13. Home Health Care Aides (RAIN)

- Job Description: RAIN is seeking qualified candidates to serve as home health care aides for clients and patients who require live-in assistance.
- Number of Openings: Multiple
- Requirements: Must provide a complete medical record with vital signs within 12 months; must provide 2 PPDs or Quantiferon (TB Gold) or + PPD with chest x-ray; rubella/rubeola must be included on a lab report; must have received a flu vaccination; must possess a federal picture ID and original Social Security; must have an original HHA certification; must provide two references (one personal, one professional)
- Location: Yonkers/Westchester county
- Hours & Pay: Hours and pay unspecified; benefits offered; referral bonus and live-in sign-on bonus included; vacation and sick time may be accrued; representation by Union 1199
- Apply: Call 718-829-2131 or email careers@rainhas.org